



**TIFFIN**  
City Schools

**Tiffin Middle School**  
**Student & Parent Handbook**  
**103 Shepherd Dr.**  
**419-447-3358**

**2024 - 2025**

**Food Service**  
**300 S. Monroe St.**  
**419-447-5768**

**Transportation Dept.**  
**1035 Caldwell Ave.**  
**419-447-8729**

**To report student absences call 833-837-7032.**

## **Mission Statement**

**Tiffin City Schools, in partnership with students, families, and the community, will create a learning environment where all students achieve at their full learning potential.**

# Tiffin Middle School

103 Shepherd Drive  
Tiffin, Ohio 44883  
Telephone: (419) 447-3358  
FAX: (419) 448-5250

## **2024-2025** Student Handbook

Mr. Ryan Imke  
*Principal*

Mr. Judd Lutz  
*Assistant Principal*

Mrs. Alisa Huffman  
*Guidance Counselor*

Mrs. Melissa Mellott  
*Guidance Counselor*

Tiffin City Schools Vision  
*Great Schools! Great Students! Great Future!*

Tiffin City Schools Mission  
*Tiffin City Schools, in partnership with students, families, and community,  
will create a learning environment where all students achieve their full  
learning potential.*

# TMS 6 - 8 Behavior Matrix

Area	Positive	Respectful	Own It	Understanding	Dependable
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>greet others</li> <li>be polite</li> <li>have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>keep hands, feet, objects to yourself- use respectful language and volume</li> <li>follow staff directions</li> <li>leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>report serious problems to staff</li> <li>use crosswalk</li> </ul>	<ul style="list-style-type: none"> <li>respect others</li> <li>be patient</li> </ul>	<ul style="list-style-type: none"> <li>arrive on time</li> <li>report to first period upon arrival</li> <li>exit swiftly</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>keep hands, feet, objects to yourself</li> <li>use respectful language and volume</li> <li>follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>report serious problems to staff</li> <li>leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>be patient</li> <li>push chairs in</li> </ul>	<ul style="list-style-type: none"> <li>use your time wisely</li> <li>remain at your table</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>demonstrate proper bathroom manners</li> </ul>	<ul style="list-style-type: none"> <li>give privacy to others</li> <li>use facilities and supplies correctly</li> <li>leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>report serious problems to staff</li> <li>wash hands</li> <li>keep devices put away</li> </ul>	<ul style="list-style-type: none"> <li>respect privacy</li> <li>report issues (ex: soap needed)</li> <li>Use the restroom in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Flush, wash, and be on your way</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>welcome differences</li> <li>care about others feelings</li> <li>be proud of yourself</li> <li>keep trying</li> </ul>	<ul style="list-style-type: none"> <li>follow class rule</li> <li>ask questions</li> <li>follow staff directions-</li> <li>leave no trace</li> <li>cell phones off and out of sight</li> </ul>	<ul style="list-style-type: none"> <li>report serious problems</li> <li>ask for make-up work</li> <li>accept reinforcers and consequences</li> <li>respect materials &amp; equipment</li> </ul>	<ul style="list-style-type: none"> <li>use kind words</li> <li>raise your hand</li> </ul>	<ul style="list-style-type: none"> <li>come to class on time</li> <li>bring materials</li> <li>use your work time wisely</li> </ul>
<b>Hallway &amp; Stairway</b>	<ul style="list-style-type: none"> <li>be a role model</li> <li>care about others feelings</li> </ul>	<ul style="list-style-type: none"> <li>keep hands, feet, objects to yourself</li> <li>use respectful language and volume</li> <li>leave no trace</li> <li>walk on right</li> <li>follow staff directions</li> </ul>	<ul style="list-style-type: none"> <li>report serious problems to staff</li> </ul>	<ul style="list-style-type: none"> <li>move patiently and directly through the halls</li> <li>help others</li> </ul>	<ul style="list-style-type: none"> <li>be focused on task</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>address email recipients by name</li> <li>think before you post</li> <li>ask for help</li> </ul>	<ul style="list-style-type: none"> <li>cite sources of images and information used</li> <li>value school property</li> <li>respect other's devices</li> </ul>	<ul style="list-style-type: none"> <li>keep devices clean, food free, and charged</li> <li>be mindful of device placement</li> </ul>	<ul style="list-style-type: none"> <li>use school technology only for school purposes</li> <li>be patient</li> <li>report inappropriate use</li> </ul>	<ul style="list-style-type: none"> <li>stay on task and academic tabs</li> <li>check email daily and respond promptly</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>greet others</li> <li>arrive with a smile</li> </ul>	<ul style="list-style-type: none"> <li>follow staff directions</li> <li>use respectful language and volume</li> <li>leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>show self control</li> <li>think before you act</li> <li>remain in assigned seat</li> </ul>	<ul style="list-style-type: none"> <li>silent at tracks</li> <li>keep hands, feet, objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>arrive on time at the bus stop</li> </ul>

## 2024-2025 TCS District Calendar PLAN F

TIFFIN CITY SCHOOLS					JANUARY EVENTS					January									
Professional Development-No school for students					Staff Days: 20 Student Days: 18					M	T	W	Th	F					
No School - Holiday/Break										6	7	8	9	10					
Teacher Workday-No school for students					Teacher Work Day					13	14	15	16	17					
First/Last Day for Students										20	21	22	23	24					
Parent/Teacher Conferences-TBD					PD Day					27	28	29	30	31					
					end 2nd Q/1st sem- 16th - 46 days														
August					AUGUST EVENTS					FEBRUARY EVENTS					February				
M	T	W	Th	F	Staff Days: 8 Student Days: 4					Staff Days: 19 Student Days: 19					M	T	W	Th	F
			1	2											3	4	5	6	7
5	6	7	8	9	Teacher Work Day					Student Start Date					10	11	12	13	14
12	13	14	15	16											17	18	19	20	21
19	20	21	22	23	Student Start Date										24	25	26	27	28
26	27	28	29	30											29	30	31		
September					SEPTEMBER EVENTS					MARCH EVENTS					March				
M	T	W	Th	F	Staff Days: 20 Student Days: 20					Staff Days: 21 Student Days: 20					M	T	W	Th	F
2	3	4	5	6											3	4	5	6	7
9	10	11	12	13	TEACHER WORK DAY					end of 3rd Q-20th - 42 days					10	11	12	13	14
16	17	18	19	20											17	18	19	20	21
23	24	25	26	27	end of 3rd Q-20th - 42 days										24	25	26	27	28
30															31				
October					OCTOBER EVENTS					APRIL EVENTS					April				
M	T	W	Th	F	Staff Days: 23 Student Days: 22					Staff Days: 19 Student Days: 19					M	T	W	Th	F
	1	2	3	4											7	8	9	10	11
7	8	9	10	11	TEACHER WORK DAY					end of 1st Q-24th - 42 days					14	15	16	17	18
14	15	16	17	18											21	22	23	24	25
21	22	23	24	25	end of 1st Q-24th - 42 days										28	29	30		
28	29	30	31												28	29	30		
November					NOVEMBER EVENTS					MAY EVENTS					May				
M	T	W	Th	F	Staff Days: 18 Student Days: 18					Staff Days: 17 Student Days: 17					M	T	W	Th	F
				1											5	6	7	8	9
4	5	6	7	8	Student End Date					end 4th Q/2nd sem 23nd (42days)					12	13	14	15	16
11	12	13	14	15											19	20	21	22	23
18	19	20	21	22	Commencement-17th										26	27	28	29	30
25	26	27	28	29											26	27	28	29	30
December					DECEMBER EVENTS					JUNE EVENTS					June				
M	T	W	Th	F	Staff Days: 15 Student Days: 15					Staff Day-180 (+3 flex) 2 Conference days = 185					M	T	W	Th	F
2	3	4	5	6											2	3	4	5	6
9	10	11	12	13	Student Days: 172										9	10	11	12	13
16	17	18	19	20											16	17	18	19	20
23	24	25	26	27	Student Days: 172										23	24	25	26	27
30	31														30				

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**TIFFIN  
MIDDLE SCHOOL**

## TMS STUDENT HANDBOOK

Welcome to Tiffin Middle School! The faculty and staff at TMS look forward to a GREAT school year. You are our number one priority! It is our goal to provide each student with an enjoyable and safe learning experience. To help you be a successful student at TMS, we need you to attend school each day, complete all assignments, behave appropriately in and out of the classroom, and last, but not least, give your best effort each and every day. We believe that by following these expectations and maintaining a positive attitude, we can make this a successful and memorable school year!

### **Arrival and Departure from School**

You should arrive at school between 7:15-7:30 Bus students enter the building through the Ella Street door. Students who walk, ride bicycles, or receive rides enter the building through the event parking entrance off Shepherd Drive. You may enter the building at 7:15 a.m. and you must be in your seat in your first period class at 7:30 a.m. in order to be counted present and on time.

### **Assignment Books**

Included in your general fees is the cost of an assignment book for use in your classes. Use it to write down and keep track of your assignments. Teachers expect you to have it with you at all times as it will also serve the purpose of being a hallway pass. Please be sure to write your name in your assignment book.

### **Attendance Policies**

Absences interfere with student academic progress. To support success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence threshold to the parent or guardian;
- Development and implementation of an absence intervention plan;
- Counseling;
- Intervention through juvenile authorities; and
- Referral for truancy.

### **Truancy and Excessive Absences**

1. Habitual Truancy
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse; or
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Excessive Absences (Includes excused and unexcused absences):
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

**Parents/Guardians will receive a letter from their child's school when one of the above benchmarks are met.**

**If a student reaches the threshold for habitual truant, the District is required to develop and implement an Absence Intervention Plan.**

Parents/Guardians will be contacted to participate in the development of the Plan. If a student fails to participate or make satisfactory progress with the intervention process or if the student continues to miss school, the district is required to make a complaint with Juvenile Court.

## **Student Absences and Excuses**

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
4. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
5. quarantine for contagious disease;
6. observance of religious holidays consistent with a student's truly held religious belief;
7. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
8. college visitation;
9. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
10. absences due to a student being homeless or
11. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school:

1. Bring a note to school after each absence explaining the reason for the absence or tardiness.
2. Make arrangements with his/her teacher(s) to make up missed assignments.

## **Vacations**

The Board does not believe that students should be excused from school for vacations or other nonemergency trips.

1. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher.
2. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

## **Students Habitually Absent – Loss of Driving Privileges**

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year the following procedure applies:

1. Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied.

## Tardy Procedure

1. Students arriving at school after 7:30 a.m. must sign in at the attendance office. All tardies will be considered unexcused except for those allowable according to Ohio Revised Code. School tardiness is considered unexcused for the following reasons: car problems, missed bus, alarm did not go off, etc.
  - 1<sup>st</sup> Tardy:** Noted by attendance
  - 2<sup>nd</sup> Tardy:** Noted by attendance
  - 3<sup>rd</sup> Tardy:** One School Detention
  - 4<sup>th</sup> Tardy:** Two School Detentions
  - 5<sup>th</sup> Tardy:** Three School Detentions
  - 6<sup>th</sup> (+) Tardy:** may be referred to administration for further disciplinary action.
2. Tardiness to class, unless a student is detained by a staff member, is defined as the arrival of a student beyond the scheduled time that a class begins. The TMS staff will follow the same procedures for classroom tardiness as for tardiness to school (see above.)

## Late Arrivals

If you arrive at school anytime after 7:30 a.m., you must report to the attendance secretary, located in the guidance office. If you arrive late due to an appointment, or because of illness, report to the attendance secretary with a note explaining reason(s) for being late. The attendance secretary will give you an admit slip and send you to class.

## Appointments

If the event you need to be dismissed early from school, for an appointment, bring a note from your parent or guardian describing the appointment and the time you are to be excused. Bring the note to the office prior to first period. At that time you will be given an early dismissal slip to show your teacher when you need to leave. Near the time of your appointment, ask permission to leave from the staff member and report to the attendance secretary. Students should be picked up at the main entrance of the school building. If you return to school after the appointment, enter the building through the main entrance. Report to the attendance secretary where you will sign in and receive a pass to class. As a general rule, always report to the attendance secretary if you arrive at school after 7:30 a.m. or leave before 2:30 p.m.

## Bell Schedules

1 7:30-8:18

2 8:21-9:09

3 9:12-10:00

4 10:03-10:51

5L 10:54-11:24	5 10:54-11:42	5 10:54-11:42
6 11:27-12:15	6L 11:45-12:15	6 11:45-12:33
7 12:18-1:06	7 12:18-1:06	7L 12:36-1:06

8 1:09-1:57

AA 2:00-2:25

## **Bicycles**

If you ride a bicycle to Tiffin Middle School, park it in the bicycle racks and be sure to lock your bicycle. To avoid accidents, once on school property, please walk your bicycle to the bike rack.

## **Bulletin Boards**

The administration should approve all materials before being placed on any bulletin boards. A teacher should approve all materials before being placed on bulletin boards in classrooms.

## **Bullying (See – “Hazing, Bullying and Dating Violence”)**

## **Bus Conduct**

The Tiffin City Schools provides transportation for all eligible students. While on the bus, students are under the authority of the bus driver. All students are expected to maintain a respectful attitude toward the bus driver and fellow riders, as well as remaining seated and quiet throughout the ride. Disruptive behavior will not be tolerated and violators may be subject to school consequences and/or loss of riding privileges.

## **Change of Address/Telephone**

Any change in address or telephone number should be reported to the main office.

## **Cheating/Plagiarism**

Students who are found using “cheat sheets” or treating someone else’s work as their own, will be considered cheating. Students who use someone else's words or ideas without giving credit to the author will be considered plagiarizing. If a student is found guilty of cheating and/or plagiarizing, consequences will be issued and parents will be contacted. The assignment will be expected to be completed by the next school day. Credit may not exceed more than 59% of the total point value.

Furthermore, if a student is guilty of cheating and/or plagiarizing he/she may receive zero credit for the work in addition to consequences being issued.

## **Dances**

Occasionally, during the school year, TMS Student Council will sponsor school dances. Dances are held immediately after school from. If you wish to attend a dance, you should report directly to the dance after school is dismissed. Once you leave the dance, you will not be permitted to re-enter. Any student receiving an office referral, during the week leading up to the dance will not be permitted to attend. **In addition to a students’ behavior, grades and/or incomplete work may limit a student’s privilege to attend a school event. School dances are open to TMS students only.**

## **Detention**

After school detention is held from 2:30-3:00 p.m. Students not bringing study materials or arriving late will not be admitted and the detention will be reassigned. Sleeping will not be permitted during detention.

If you have obligations, jobs, commitments, or transportation problems after school, consider this before taking any action, which might result in receiving detention. Detention is not issued at the convenience of the student and will be assigned with a minimum of one day’s notice. **Failure to serve detention will result in further disciplinary action up to, and including suspension from school.**

An absence from school or the cancellation of school, on the day detention is assigned, does not excuse a student from the serving the detention. Arrangements should be made to serve on the next school day.

## **Due Process (Student Rights)**

The Board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of quasi-judicial administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights.

Due process procedures conforms to the following basic practices:

1. They must be fair;
2. They must apply equally to all and
3. They must be enforced in a fair manner, which involves:
4. Adequate and timely notice and an opportunity to prepare a defense;
5. An opportunity to be heard at a reasonable time and in a meaningful manner and
6. The right to a speedy and impartial hearing on the merits of the case.

In cases of student suspension or expulsion, the specific due process procedures set by the Board's policy are followed.

## **Cellular Phones and Other Electronic Communication Devices**

Possessing a cellular phone or other electronic communication device (which includes a pocket pager) in any school building or on any school grounds or premises is a privilege and not a right. The Tiffin City School District does not ban such possession per se, but does strictly regulate the possession and use of such devices since they can facilitate cheating, unlawful or otherwise inappropriate behavior and messaging, and distraction from the District's educational mission.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

**Each student is responsible for complying with the terms of this policy. If you do not agree with or do not intend to abide by all terms of this policy, do not bring a cellular phone or other electronic communication device to school.** The following regulations apply:

Cellular phones and other electronic communication devices may not be used without proper authorization during the student instructional day or while in a school bus or other school vehicle. They

should be turned off during the school day and not made noticeable. Should a student need to call a parent or other person during the student instructional day, advance permission must be received from a principal or other District administrator.

Any possession or use of a cellular phone or other electronic communication device in violation of this policy will result in confiscation of the device and appropriate disciplinary action, which may range from a warning to an out-of-school suspension or expulsion. When confiscated, the student must surrender the entire device, and any attempt to disassemble, lock, or otherwise render the device inoperable, including removal of the battery, will be treated as insubordination for which appropriate discipline may be imposed.

A confiscated cellular phone or other electronic communication device is subject to search by the Administration. A student who chooses to bring such a device to a school building or onto school grounds or premises (including a school bus or other school vehicle) thereby agrees and consents to such a search if the device is confiscated because of a violation of this policy. A confiscated device will normally be returned to the student for the first offense at the end of the day. For a second offense the student's parent, guardian, or custodian, will be required to pick up the device and sign a release form. A third offense will result in the device being locked in the school safe until the end of the current school year. All of the actions will occur unless intervening law enforcement circumstances make such return inappropriate. The District will cooperate with law enforcement authorities in cases where unlawful activity appears to have occurred, or to have been abetted, in connection with the use of the device.

These regulations do not apply to attendance at evening or weekend athletic or other extracurricular events. However, as to any such school-sponsored event a student is expected to exercise courtesy and sound judgment in the use of a cellular phone or other electronic communication device, and such a device may be confiscated and searched upon reasonable suspicion that the device is being used for an unlawful purpose or in furtherance of a violation of school rules or regulations.

The District assumes no liability if a cellular phone or other electronic communication device is broken, lost, or stolen.

### **Electronic Devices**

Students are strongly discouraged from bringing electronic devices to school. If you choose to bring any electronic device(s) to school, **they must be used properly under the authority of the TMS Staff.** Any electronic device misuse can result in punishment or confiscation. TMS will NOT be held responsible for any lost or stolen electronic devices.

### **Electronic Device Policy**

1. First offense: Your device will be confiscated and held in the office until the end of the school day when you pick it up.
2. Second offense: Your device will be confiscated and the student's parent, guardian, or custodian will be required to pick up the device and sign a release form.
3. Third offense: Your device will be confiscated and locked up in the school safe until the end of the current school year.

\*\* Any use of an electronic device, while taking a test or quiz, may result in receiving "zero" points on the work. Administration will determine if further disciplinary measures are necessary.

## Fire and Tornado Drills

During any fire/tornado drill, students should exit the room quickly and silently, listening for any special instructions. At the sound of a fire alarm, all students should exit the building as directed by their teachers and report to their assigned areas outside of the building. At the sound of a tornado alarm, all students should report directly to their assigned areas within the building. Each classroom teacher will explain where to report during a fire and tornado drill.

## Food and Beverage

Students are not permitted to eat in any classroom. Exceptions may be made for special events or food that relates to class activities.

## Grade Cards

You will receive your grade card approximately one week after the end of the nine weeks.

## Grading Scale

The following Common Grading Scale has been adopted by the Tiffin City School District:

100% - 95%	A
94% - 90%	A-
89% - 87%	B+
86% - 83%	B
82% - 80%	B-
79% - 77%	C+
76% - 73%	C
72% - 70%	C-
69% - 67%	D+
66% - 63%	D
62% - 60%	D-

Tiffin Middle School students enrolled in Honors Algebra 1 and Honors American History will earn grades under a weighted grading system. By weighting these honors courses, students enrolled will be rewarded by receiving higher grade point averages with grades C+ and above. Weighting courses at TMS helps to align us with current practice in place at Tiffin Columbian High School. **Please note that students enrolled in the course previously mentioned begin their high school grade point average and class ranking in the eighth grade.** Chinese and Spanish I are not weighted; however, they do count toward students' high school grade point average and class rank.

Listed below you will find a comparison of non-weighted vs. weighted grade point values.

<u>Non-Weighted</u>		<u>Weighted</u>	
A+	4.000	A+	4.330
A	4.000	A	4.330
A-	3.670	A-	4.000
B+	3.330	B+	3.670
B	3.000	B	3.330
B-	2.670	B-	3.000
C+	2.330	C+	2.670
C	2.000	C	2.330

C-	1.670	C-	2.000
D+	1.330	D+	1.670
D	1.000	D	1.330
D-	0.670	D-	1.000
F	0.000	F	0.000

### **Guidance Counselor**

Tiffin Middle School has two guidance counselors to assist you. In the event you need to speak with a counselor please stop by the guidance offices to arrange a time. If the guidance counselor is not available, please leave a note on the door.

### **Hall Passes**

Students will need to have a student handbook or a purple pass from a teacher if they are in the hall, other than between classes. The pass should have the students' name, time departed, room number, and teacher's signature. Students should immediately report to their destination and return to class in a timely manner.

### **Hazing, Bullying, and Dating Violence**

Hazing, bullying, and intimidation is an intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. Prohibited activities of any type, including those activities engaged in via computer and/or electronic devices, are inconsistent with the educational process and are prohibited at all times.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Examples of conduct that may constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks
2. Threats, taunts, and intimidation through words and/or gestures.
3. Extortion, damage or stealing money and/or possessions.
4. Exclusion from the peer group or spreading rumors.
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web based/online sites (also known as cyber-bullying), such as the following:
  - a. Posting slurs on websites, social networking sites, blogs or personal online journals.
  - b. Sending abusive or threatening emails, web site postings or comments and instant messages
  - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
  - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Administrators, teachers, and all other District employees are particularly alert to possible

conditions, circumstances or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

District employees, students, and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

**No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.**

**As a Tiffin City School student or parent, you have options for reporting information or incidents that occur in your lives or the life of someone else. If you see something, say something as we all have a part in protecting one another from bullying, harassment, and/or dating violence. To report information, see below:**

1. **Contact safe school hotline at 1-844-723-3764**
2. **Located on Tiffin City Schools Website is reporting field. Complete the field with information related to the situation.**
3. **Report directly to a TMS Guidance Counselor.**
4. **Report directly to any TCS Employee.**

### **TMS Homework Policy/Procedures**

Assigned homework is vital to student learning. Given that homework is an extension of the classroom, all homework is required to be completed in a timely manner. Each teacher is responsible for following this procedure in regard to his or her own assignments. Teachers are to provide students credit for makeup work and have flexibility to discount the work according to their own classroom procedures. TMS believes a student should never fail a class and/or grading period if work is completed satisfactorily and demonstrates mastery.

**Failure to complete homework will result in consequences according to the teachers homework policy.**

### **Honor Roll/BUG Roll**

Students are eligible for "Honor Roll" if they have earned a grade point average of 3.2 or higher. Students are also honored through BUG Roll, which stands for "Bringing Up Grades." To be eligible for BUG Roll a student must have improved a subject grade by two letter grades, while not having any other grades drop for any subject.

### **Interscholastic Sports**

Students, in the seventh and eighth grade, are given the opportunity to participate in the following interscholastic sports: **football, volleyball, cross country, cheerleading, boys and girls basketball, wrestling, and track**

Students are eligible (qualified) to participate in interscholastic sports if they have passed a minimum of five (5) classes in the nine-week period, prior to the upcoming sports season. Additionally, students must earn a minimum 1.5 GPA in the preceding grading period.

To remain eligible, one must meet these requirements each nine weeks. Success in the fourth nine-week grading period will impact a student 's eligibility for participation in fall sports for the following school year.

Please keep in mind, that each school year, all necessary paperwork, including a physical, is required before participation in a sport. Furthermore, all athletes are required to attend four, full, academic periods to be eligible to practice or participate on any given school day.

### **Loaned Textbooks**

You are responsible for textbooks loaned to you for your classes. Cover your textbooks and keep them covered all year long. **Students are financially responsible for any damaged or lost books.**

### **Lockers**

You will be assigned an individual locker that should be used to store your books and other belongings. Please be sure to always lock your locker and don't allow anyone else access to your locker or combination. Students are advised not to make frequent trips to lockers between classes as this could lead to tardiness.

*NOTE: Lockers are school property and administration reserves the right to search any locker when your safety or the safety of others may be in jeopardy.*

### **Lunch/Breakfast Charge Policy**

Students may pack or choose to buy their lunch from the cafeteria. Students will be allowed only one charge. After that, a peanut butter or an alternative food item will be provided. The student will be asked to step to the end of the line to receive it. There is no free milk or any milk charges allowed for students who pack their lunch. We encourage online payment through our District's "e-Funds" system as well as prepayment by check.

The middle school has a closed lunch period and students are not permitted to leave school grounds during lunch. Occasionally, parents or guardians are permitted to sign their son or daughter out for lunch.

### **Make-Up Work as a Result of Absence**

If you are absent, your parent or guardian may call the school to request your assignments for the day(s) you are absent. **Please call early in the day so assignments can be organized and arranged for pick-up.**

*NOTE: Generally, students are granted one make-up day per day (s) of absence. It is your responsibility to talk with your teachers about making up the work you missed.*

### **Medication**

If you require medicine at school, you must bring the medicine to the main office as soon as you arrive at school. The written form/statement from the doctor and parent form or note must be included with any type of prescription or medicine (this includes inhalers) at school. The medicine must be in the original bottle from the pharmacy, and your parent or guardian must complete a form requesting that we give you medicine while you are at school. When it is time for you to take your medicine, you must report to the main office. Medicine will be administered and a recorded in a daily log.

*NOTE: If your parent or guardian wants you to take non-prescription medicine (like Tylenol or Advil) while you are at school, you must bring the medicine in an original container to the main office when you arrive at school. Your name should be written on the bottle, and your parent or guardian must complete a form or write a note requesting that we give you medicine while you are at school.*

### **Multi-Purpose Media/Computers and Technology**

Students are encouraged to use the school's computer/network and the Internet connection for teacher assigned, educational work. Access to the network and Internet services is a privilege, not a right. Students must abide by the Tiffin City Schools Acceptable Use Policy. Tiffin City Schools reserves the right to monitor student screens and e-mail.

Access to the network and Internet services is a privilege, not a right. Students and parents are responsible to read the Acceptable Use Policy. Parents who do not want their students to have Internet access must complete and return the No-Access Form from the Acceptable Use Policy. Network administrators reserve the right to monitor student screens and e-mail.

**Any repair or replacement cost due to damage to computer hardware, software, media equipment or networks, occurring from unsafe or improper handling, is the responsibility of the student and his/her parents.**

All computers are to be used in a responsible, efficient, ethical, and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use, and dissemination of personal information
2. Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users
3. Accessing personal social networking websites for non-educational purposes
4. Reposting (forwarding) personal communication without the author's prior consent
5. Copying commercial software and/or other material in violation of copyright law
6. Using the network for financial gain, for commercial activity or for any illegal activity.
7. "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access
8. Accessing and/or viewing inappropriate material
9. Downloading of freeware or shareware programs.

### **Personal Business**

TMS teachers place a high priority on quality instruction in the classroom. Interruptions to the educational process need to be minimal. We will not interrupt class to give personal messages to students (Examples of such personal messages include haircut or tanning appointments). If you would like to leave a message for your child, we would be happy to see that they receive it in a timely fashion. Only in the case of an emergency will messages be delivered right away. Floral or balloon deliveries cannot be accepted for students during the school day.

### **Personal Technology Device**

Personal technology device refers to any privately owned wireless communication device or portable electronic equipment. This includes, but is not limited to: smart phones, tablets, netbooks, iOS devices, and laptops. Cell phones have their own independent policy.

With teacher and staff approval, students will be able to access a filtered Internet connection to be used for educational purposes. Users will be prompted to accept the Tiffin City Schools Public User Agreement every 24 hours. Students, staff, and other district employees will be responsible for adhering to all other district/building acceptable use policies, codes of conduct, or administrative guidelines while using the District's public network.

The responsibility to keep any personally owned device secure and safe rests entirely with the individual owner. Tiffin City Schools is not responsible for any device damaged or stolen while on District property. It is recommended that all devices be labeled or otherwise identified before being brought to school.

### **Profanity Policy**

Any Tiffin Middle School student shall not use profane or obscene behavior, language, or acts either written or verbal, in communicating with any other person. This would include obscene gestures, signs, pictures, or publications.

Obscene: repulsive; offensive to modesty or decency.

Profane: showing disrespect, contempt, or irreverence for sacred things.

Each offense involving profanities or obscenities will result in disciplinary action up to, and including, suspension from school.

Repeat offenders as well as any profanity directed towards staff member(s) before, during, or after school hours will be considered serious student misconduct.

### **Public Display of Affection**

Any excessive show of affection, which demonstrates poor taste, is prohibited. Examples include hand holding, close body contact, hugging, and kissing.

### **Public's Right to Know**

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed “directory information” may be released from an individual student’s file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time.

The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: July 23, 2001]

[Re-adoption date: March 27, 2007]

[Re-adoption date: September 25, 2007]

[Re-adoption date: January 22, 2008]

[Re-adoption date: June 25, 2013]

[Re-adoption date: December 20, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g

ORC 121.22

149.011; 149.35; 149.381; 149.41; 149.43

3319.321

OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions

BDDG, Minutes

EHA, Data and Records Retention

GBL, Personnel Records

GBS, Health Insurance Portability and Accountability Act (HIPAA)

IGBA, Programs for Students with Disabilities

JO, Student Records

KA, School-Community Relations Goals

KKA, Recruiters in the Schools

### **Requirements to Pass**

Sixth grade students must earn passing grades in two of the four grading periods for each full year class they take. One of the passing grades must be in the third or fourth grading period.

Seventh grade students must earn passing grades in two of the four grading periods for each full year course they take. One of the passing grades must be in the third or fourth grading period. Seventh grade students must earn a passing grade in one of the two grading periods for a semester class.

Eighth grade students must pass three of six grading periods (four nine week grading periods and two exams), two of which must be in the second semester for each full year class they take. Eighth grade students must pass two of the three grading periods for each semester class they take.

### **Sexual Harassment**

Sexual harassment is unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. If you experience these unwelcome activities, tell the person that you are uncomfortable with their behavior and ask them stop. If the problem continues, please report the issue to a teacher, school counselor, dean of students, or principal. Students who sexually harass others may be subject to school consequences.

### **Sexual Harassment (TCS Board Policy)**

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute harassment when:

1. submission to such conduct is made either explicitly or implicitly, a term or condition of a person's employment or educational development;

2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any act or comment constitutes sexual harassment-type conduct is often dependent on the individual recipient.

The Board has developed complaint procedures which are made available to every member of the school community. The Board has also identified disciplinary penalties which could be imposed on the offenders.

All sexual harassment complaints are investigated in accordance with Board policies and regulations.

All matters involving sexual harassment complaints remain confidential to the extent possible.

### **Skateboards, Scooters, Roller Blades**

Skateboards, scooters, roller blades, will not fit in your locker therefore; they are not permitted at TMS.

### **Spectator Code of Conduct**

1. I will cheer for my team, not against my opponents.
2. As a spectator, I am here as the guest of the school and will conduct myself with respectful enthusiasm.
3. I will respect the decisions of the game officials (who have a difficult job) even when I do not agree with them. Also, I will not demean or criticize the coaches or players.
4. I will respect the welfare of the players, other spectators and the facility. I will realize that any action which threatens this welfare (throwing objects, physical, verbal attacks and game disruptions) will be cause for ejection from the premises.

### **Standards for TMS Student Behavior**

The teachers at TMS have a common set of standards for student behavior. See P.B.I.S. building wide matrix for expectations.

### **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a framework that provides support to students, families and educators. The framework helps students by focusing on their strengths and building on their confidence to succeed. PBIS is a research-based system that utilizes a positive approach to discipline, which leads to a reduction in office referrals, in-school suspensions, and out-of-school suspensions that decrease instructional time for students. When schools use PBIS effectively and with fidelity, school environments are 1) Safer, healthier, and more caring; 2) Have enhanced learning and teaching outcomes; 3) Address the whole child; 3) Provide a continuum of behavior support for all students.

Evidence based practices, teaching and re-teaching expected behaviors, consistent expectations in all school settings (classroom, lunchroom, restroom, hallways, etc.), and the use of common language are the major integral elements of PBIS.

We are Tiffin **PROUD: Positive, Respectful, Own It, Understanding, Dependable.**

#### *Family Involvement in PBIS*

Family involvement is extremely important in all aspects of PBIS. When parents/caregivers are involved, outcomes for children are better. Teaching behaviors that schools expect to see, works best when there is consistency across home and school settings. That is why a team approach and a unified front between home and school leads to more successes for our students. Our district uses the PBISrewards app as a way to reward behaviors, track disciplinary actions, and keep constant communication open with parents.

#### **Student Conduct (ZERO TOLERANCE)**

The Board believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes limits on the individual are necessary for the orderly function of any society.

It is considered a fundamental understanding by each student and his/her parents that any school staff member has not only the right but the duty to insist on good behavior. The right of discipline extends to all areas of the school program.

It is a fundamental requirement of an orderly school that student respect for the school staff members be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less the need for rules and disciplinary procedures.

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

### **Student Council**

Specific requirements set forth in the Student Council Constitution include good citizenship in your daily activities, good grades in your classes (no D's or F's), good sportsmanship in your activities, and a willingness to participate and inform your peers of the happenings in our school. Student Council sponsors and coordinates spirit days and other activities throughout the year.

### **Student Telephone Use**

In emergency situations you may report to the office to use the school phone.

## **Tiffin City Schools Code of Conduct**

### **Preamble**

The Tiffin Board of Education is responsible for providing each student with the most favorable atmosphere for learning. Therefore, the Board has approved these expectations for student attendance and conduct. It is the aim of the Tiffin City Schools to teach students that they are responsible for their behavior. The objectives of the rules set forth in this document, as well as more specific rules established in the various buildings, are to develop mature and responsible citizens and to provide for maximum academic achievement.

Good discipline is positive; it helps students adjust to various situations and attempts to turn unacceptable conduct into acceptable conduct. It should be understood by students and parents that the authority of school personnel (administrators, teachers, and other staff members) extends to all students at all times and at all places in the school building or on school grounds, as well as on the way to and from school-sponsored activities.

It is a fundamental requirement of an orderly school that students and staff members share a mutual respect for each other. All students are entitled to basic civil liberties (freedom of expression, association, assembly, and the right to petition) and the school community is entitled to responsible action in the exercise of these civil liberties. The Tiffin City Schools encourage the free expression of ideas among students and are receptive to legitimate student concerns. Students who write, edit, publish, or distribute hand-written, duplicated, or printed material among their fellow students must assume responsibility for the content of such materials. Students who work cooperatively in this atmosphere will better develop a sense of responsibility and citizenship.

The Tiffin Board of Education also guarantees certain educational opportunity rights to all students. Any handicapped child will be provided with an appropriate public education. No student will be denied any educational opportunity on the basis of sex, race, or language deficiency.

### **Dress Code**

One of the first impressions you get of your fellow students is the neatness of their appearance. The school administration, faculty, and most students are convinced that appropriately dressed students are better students. Therefore, the Tiffin City Schools expect that a student will not call undue attention due to immodest dress, unkempt appearance, or any other form of exaggerated clothing styles, hairdos, or jewelry. Appropriate wearing of apparel and acceptable standards of grooming are expected of all students, including when they are representing the school at community events.

The following guidelines will be enforced:

-All students will exercise sound hygienic practices: clean body, hair, and clothing. Shoes or sandals are to be worn by all students.

-Clothing which exposes the chest, back or midriff, see-through and/or cutout clothing, spaghetti strap dresses/shirts and sheer clothing are not permitted to be worn by students.

-Clothing with suggestive phrases, sexual innuendos, derogatory pictures or phrases, guns, and advertising of tobacco, alcohol, or drugs are not to be worn. Gang colors, identification insignias, are prohibited.

-No bandanas, or other unapproved head coverings are permitted in school. Sunglasses will not be worn in the building unless prescribed by a physician.

-The length of skirts, shorts, dresses, and/or shorts must equal or exceed a student's mid-thigh.

-Excessive ornamentation will not be permitted. Examples include: chained wallets, dog collars, and other items of this nature.

-Make-up of the costume variety may not be worn.

-Loose fitting pants are to be worn on or above the hips with no undergarment showing.

Should there ever be any doubt as to the appropriateness of one's attire, don't wear it. If for any reason a student is sent home, or absent from a class due to inappropriate attire, that student will be unexcused for the time he or she was absent. The school administration has the authority to make final interpretation of these guidelines. Repeated Violations of the same dress code item may result in school discipline up to, and including, suspension.

**NOTE: The above lists are examples and not all-inclusive. School administration has the authority to make final interpretation of these guidelines.**

### **Serious Student Misconduct**

Those ways of behaving, written as school rules, which are considered to be serious misconduct include (but are not limited to) the following. A violation of any one or more of these school rules may result in disciplinary action, including (but not limited to) removal, suspension, or expulsion.

### **Student Rules of Conduct**

These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

A violation of any rule may result in disciplinary action. School or teacher detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages; in school suspension; out-of-school suspension; expulsion; emergency removal; or referral to Tiffin Police Department and/or juvenile court.

A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

In addition, this Code of Conduct includes:

- Misconduct by a student that occurs on school district property, but is connected to activities or incidents that have occurred on school district property; and
- Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or property of an official or employee.

**RULE :1 Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, mood altering chemicals of any kind; Distribution/possession or use of alcohol or drugs:**

A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, be under the influence of the aforementioned items, facilitate and/or assist in the sale of aforementioned items, or otherwise violate regulations "counterfeit controlled substances."

"Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks or automobiles parked on school property.

"Under the Influence" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

"Mood altering chemical" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs, nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"Instrument or paraphernalia" shall include, but not be limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

**RULE 2: Disruption to School:** A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

**RULE 3: Damage to School or Private Property:** A student shall not willfully or maliciously damage or attempt to damage any school or private property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

**RULE 4: Unauthorized Touching:** Disputes between members of the school community should be resolved through proper and acceptable ways. A student shall not knowingly act or behave in such a way as could cause, attempt or threaten physical injury to other students, any school employee or other persons. Pushing, shoving, wrestling, etc. may also be considered fighting or assault.

**RULE 5: Manifest Disrespect:** Every member of the Tiffin Columbian community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct. A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

**RULE 6: Dangerous Weapons & Instruments:** A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property, nor shall a student make a bomb threat against school property or a school event.

**RULE 7: Theft or Possessing Stolen Property:** Students shall respect the personal ownership rights of others. Principals may exercise their prerogative of reporting thefts, attempted thefts or possession of stolen property.

**RULE 8: Threatening a Person:** Students shall not threaten another person. Threatening behavior consists of any words or deeds that intimidate or cause fear concerning a person's physical well-being.

**RULE 9: Libel or Slander:** No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs while slander is defamation by speaking.

**RULE 10: Cheating:** Students are expected to exhibit honesty in all school work. A student shall not engage in academic misconduct, including cheating or plagiarism.

**RULE 11: Felony, Misdemeanor and Violation of Ordinances:** A student shall not commit any act not listed herein as a violation of the student rules of conduct that constitutes a felony, misdemeanor or violation of an ordinance.

**RULE 12: Repeated or Flagrant Violations of the Code:** Such violations shall be dealt with by the building administration. **CONSEQUENCES:**

**RULE 13: Hazing:** A student shall not haze (harass by exacting unnecessary or disagreeable work, ridicule or playing abusive or humiliating tricks by way of initiation) another student, a school employee or persons who are guests of the school or persons conducting business for the school or otherwise violate the anti-hazing policy.

**RULE 14: Use of Obscene Language, Gestures, and Inappropriate Material:** Students are expected to model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.

**RULE 15: Truancy:** Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and Tiffin City Schools attendance policy unless excused by the building principal.

**RULE 16: Tardiness:** Being on time to school and class is the first step to helping ensure academic success and establish good work habits needed for the future. Students shall arrive at school for each of

their assigned classes at the properly scheduled time and shall not violate the attendance regulations, attendance policy, class truancy, class tardiness or tardiness to school.

**RULE 17: Nicotine and Similar Substances:** Students shall not smoke, possess, or openly display tobacco in any form within the safe school zone. For the purpose of this policy, "tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

**RULE 18: Conduct on Buses:** A student shall not violate bus regulations.

**RULE 19: Public Display of Affection:** A student shall not engage in inappropriate public displays of affection.

**RULE 20: Dress:** A student shall not violate the dress code.

**RULE 21: Insubordination:** A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

**RULE 22: Harassment:** A student shall not harass, intimidate, disparage, incite, provoke, stalk or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose or effect of (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonably interfering with a student's curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonably having an impact on a student's educational opportunities.

**RULE 23: General Misconduct:** Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning work place. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

**RULE 24: Violation of Network and Internet Access Agreement Policy** A student shall not violate the "Network and Internet Access Agreement Policy."

**RULE 25: Unauthorized Use of Fire/Possession of Fire Starting Device:** A student shall not be in possession of matches, lighters, etc. while on school grounds.

**RULE 26: Loitering, Trespassing, or Unauthorized Entry:** Students shall not be willfully present in a school building, locker room, restricted area of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Students shall not attempt to enter a locker, classroom, closed and/or restricted area without proper authorization.

## **Disciplinary Actions for Serious Misconduct**

### **1. Suspension**

suspension – removal of a student from the school premises and all related activities for a period of time greater than 24 hours, but not more than 10 days.

in-school suspension - removal of a student from the normal schedule of classes and activities, and reassignment to another special area where class work and assignments must still be done and where daily school attendance is still required.

1. The pupil shall be informed in writing of the intended suspension and the reasons for the intended suspension.
2. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain their actions. This informal hearing can be held immediately.
3. If a student is then suspended, within 24 hours, a letter shall be sent to the parents, guardian, or custodian stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.
4. Student work that has been assigned during the time of a suspension may be completed for full credit.

### **2. Expulsion**

expulsion - the exclusion (forcing out) of a student from all school attendance and related activities for the remainder of the current semester.

1. The superintendent must give the student and his parent or guardian written notice of the intended expulsion and the reasons for the intended expulsion.
2. This written notice must advise the student and his parent or guardian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons for the expulsion and to otherwise explain the student's actions.
3. This written notice is to state the time and the place for such a hearing, and this must not be less than three days nor more than five days after the notice is given. The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.
4. If the student is then expelled, within 24 hours the superintendent must notify in writing the parent or guardian of the student and the clerk of the Board of the action to expel and the reasons for the expulsion.
5. This written notice must also advise them of their right to appeal to the Board of Education or its designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.

### **3. Emergency removal**

emergency removal - the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process. A teacher may remove a student from curricular or extracurricular activities only.

1. If a teacher makes an emergency removal for 24 hours or more, the reasons must be submitted to the principal or his designee in writing as soon as is practicable, but not later than the end of the day.
2. The superintendent or principal may remove the student from the premises, either during a curricular or extracurricular activity.
3. An informal hearing must be held within 72 hours after the removal is ordered, and the person who ordered the removal must be present.
4. Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practicable. The other procedures to be followed are the same as for a suspension.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours, and where the student is not subject to further suspension or expulsion, the due process requirement of Sections 3313.66 and 3313.661 does not apply.

### **Student Re-entry Support**

In an effort to better support our students' social and emotional needs as well as helping our students feel safe and supported, TCS has implemented a Student Re-Entry and Support Plan. This plan will be implemented anytime a student:

1. Has attempted suicide
2. Is returning from a treatment/in-patient facility
3. Is returning from the Youth Center
4. Has other extenuating circumstances that may deem added supports

In recognizing parents/guardians as important partners in this process, it is our hope that contact is made with your child's school principals and/or school counselor to inform them of these circumstances. After contact is made, a team meeting will be scheduled to make sure we have supports in place to help the student in the school setting (triggers, coping skills, etc) and help them explore what they need to be successful.

### **Surveillance Cameras**

Students are informed that their behavior will be monitored on school property and/or adjacent property by security cameras. These recordings may be used as evidence in disciplinary and legal actions.

### **Visitors to the Building**

The doors of Tiffin Middle School are always open to our family members. In accordance with State law, authorized visitors must obtain a visitor's pass from the office. If you wish to visit your child's classroom, please notify the office and teacher in advance.

### **Withdrawal/Transfer From School**

All students withdrawing from school must properly complete a withdrawal form from the main office. A parent/guardian must notify the school.

### **Admission of Homeless Students**

All school-aged students, including homeless students, have a basic right to equal educational opportunities. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. a “doubling up” or sharing housing due to loss of housing, economic hardship or a similar reason;
2. living in a motel, hotel, trailer park or campground due to the lack of alternative and adequate accommodations;
3. living in an emergency or transitional shelter;
4. abandonment in hospitals;
5. awaiting foster care placement;
6. a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
7. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
8. migratory students.

### **Work Permit**

Students can obtain the necessary information for a work permit from the Administration/Board of Education office.

### **Title 1**

#### District Level Parent and Family Engagement Requirements

##### District Parent Engagement Policy

Each LEA receiving Title I, Part A funds must develop a written parent and family engagement policy. The policy is developed jointly, agreed upon, and distributed to parents of participating children (ESSA Section 1116 (a)(2)). The policy should be reviewed with parents of participating students and revised as necessary based on their feedback. Documentation of the review and revisions should be on file in the district Title I coordinator’s office.

A written district parent and family engagement policy must establish expectations for parent and family engagement and describe how the district will:

1. Involve parents in the joint development of the district improvement plan outlined in ESSA Section 1112 and the process of school review and improvement under ESSA Section 1116;
2. Provide the coordination, technical assistance and other support necessary to assist participating Title I schools in planning and implementing effective parent and family engagement to improve student academic achievement and school performance;
3. Coordinate and integrate parent and family engagement strategies with strategies under other early childhood education programs such as Head Start.
4. Conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy with parents. The evaluation should include the policy’s ability to improve the academic quality of the schools, including identifying barriers to greater participation of parents, the needs of parents and family members to assist with the learning of their children, and strategies to support successful school and family interactions. Parents should be invited to design strategies for more effective parent and family engagement. Particular attention should be given to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;

5. Use the results of the annual evaluation described in (5) above to design “evidence-based strategies” for more effective parental involvement. The district must also revise the parent and family engagement policy if needed, based on the results of the evaluation (ESSA Section 1116(a)(2)).
6. Involve parents in the activities of schools receiving Title I, Part A funds. ESSA Section 1116(a)(2)(F) gives districts the option of creating a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

## Annual Evaluation

The effectiveness of the district’s parent and family engagement policy and parent and family engagement activities must be reviewed every year. The evaluation will determine whether:

- The academic quality of the district has improved.
- Parent participation has increased.
- Barriers exist that hinder greater participation by parents.

The evaluation may be conducted through an electronic or written survey, a telephone survey or in person. In addition to summarizing and documenting the evaluation findings, the district must document how the findings will be used to improve the parent and family engagement program.

At the either the end of the school year or the early into the new school year, the Title I Coordinator should work with district staff and parents to annually review and update the district’s parent and family engagement policy

[Ohio Department of Education Local Education Agency Level Parent and Family Engagement Policy Template](#)

## Parent Notice Requirements

Districts that receive Title I Part A funds are required to provide specific information to parents and families. The laws also determine how the information must be provided so that parents can access it, that the information is in a language that parents understand, whenever practicable and delivered in a method that reaches the parents. Some of the methods that a district can use for these notices covered in this section can be distributed either through mail, take home letter, placed in the parent handbook, and on the district/school websites.

The Title I coordinator should annually assist the various departments/schools involved to ensure that the parent notice requirements are completed, and that documentation is in the district’s folders for the monitoring process.

## Parents Right to Know

ESSA 1112(e)(1)(A) and 34 C.F.R. Part 200.61 (EDGAR) state that at the beginning of the school year, an LEA must notify the parents of each student attending a Title I school that the parents may request, and the LEA will provide the parents on request, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraeducators and, if so, their qualifications.

## Student Hall Passes

First Quarter					
Period	Date	Destination	Time Out	Time In	Teacher
1					
1					
1					
2					
2					
2					
3					
3					
3					
4					
4					
4					
5					
5					
5					
6					
6					
6					
7					
7					
7					
8					
8					
8					

**Second Quarter**

Period	Date	Destination	Time Out	Time In	Teacher
1					
1					
1					
2					
2					
2					
3					
3					
3					
4					
4					
4					
5					
5					
5					
6					
6					
6					
7					
7					
7					
8					
8					
8					

**Third Quarter**

Period	Date	Destination	Time Out	Time In	Teacher
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1					
1					
2					
2					
2					
3					
3					
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8					

**Fourth Quarter**

Period	Date	Destination	Time Out	Time In	Teacher
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